



MEMO

from
Sir George Williams University
Library

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FROM THE LIBRARIAN'S OFFICE

Another Library Planning Committee - Norris Building this time - has been appointed to gather information and advise the librarian about alterations to be made to the fifth floor and perhaps part of the fourth floor to provide temporary expansion space for the arts and commerce parts of the library until the new main library is ready. Its members are Dean J. W. O'Brien, Assistant Professor Butovsky, Dean Greer, Associate Professor Kubicek, Mrs. Howard, Mr. McCahill, and K. Crouch, Chairman. This will be a job like fitting a large foot into a small shoe - operation shoehorn perhaps. The committee will work with material already submitted for consideration for the new main library by faculty, and submissions from the library staff. Anyone with suggestions should feel free to submit them to the chairman or any committee member.

Enrolment - Correction please!

In the last issue we cited 1964-5 day enrolment as 3,950 students. It was in fact 3,450. Here are the comparative figures.

	<u>1964/5</u>	<u>1965/6</u>
Full time students	3,450	3,900
Part time students	8,479	8,500

The 1965-6 figures are preliminary ones which do not yet reflect all course changes and withdrawals. They are however statistically significant for library purposes.

ACQUISITION NOTES

During September, the Acquisitions staff placed 815 orders. Out of a total 1,085 books received, 213 were gifts.

\$25,577.00 of the book budget has been spent thus far, with \$37,465.00 committed.

CATALOGUING NOTES

The Cataloguing staff added 1,000 new titles and 1,375 volumes to the collection during September. Reclassification from Dewey to LC included 294 titles and 879 volumes.

The collection is now:

LC	-	18,726 titles	33,175 volumes
Dewey	-	35,416 titles	48,246 volumes
Total	-	54,142 titles	81,421 volumes

CIRCULATION OF LIBRARY MATERIALS

The Circulation staff is settling in for another hectic season with the beginning of the fall term and increased student enrolment.

In the past month, 4,614 general books were circulated, as compared with 1,181 during the month of August.

1,086 reserve books circulated, an increase of 789 from the previous month.

An increase was also noted in the circulation of periodicals, with 475 items in use during September.

13 records were circulated, and 6 microfilms were used in the library.

REFERENCE NOTES

The Reference staff reports a total of 776 inquiries during September. 521 of these were reference questions; 236 were for catalogue information and 19 pertained to documents. Twenty-three interlibrary loans were processed, and 1,285 selection slips were checked.

LIBRARY CONDUCTS ORIENTATION MONTH

Beginning October 8th and ending in the first week of November, the Reference Department will conduct a concentrated program of instruction in library use for over 1,400 freshman students. This program will consist of one hour instruction periods to small groups of students, who will come to the library with their English 211 instructor during a regularly scheduled class period. Instruction will take place during morning hours with only one group in the library at any one time.

Library instructors will be Mrs. Howard, Mrs. Thomson, Miss Gil, Miss Fair and Miss Wylie. Instruction will cover commonly encountered student problems involving use of the card catalogues, general circulation procedures, and a discussion of basic reference items, particularly the use of encyclopedias and periodical indexes. It is hoped that such instruction, given at a time when the freshman student is just beginning his English 211 research paper, will prove meaningful. Mrs. Leslie Thomson, Head of the Reference Department, will be responsible for organizing this program.

APPOINTMENTS

We welcome the following staff members who have recently been appointed:

Isabel Blades, clerk typist in the Reference Department.

Mrs. Jenny Brown, circulation clerk, Periodicals.

Janice Demchuk, processing clerk.

Teresa Luhovy, circulation clerk.

Nancy Marrelli, secretary, Public Services Division.

Mrs. Rita Nagler, clerk typist in Acquisitions.

Mrs. Ursula Roesing, circulation clerk.

Mrs. Margaret Smith, reference clerk.

Donald Walsh, stack attendant.

Miss Joyce Stirling, reference clerk who has been on loan as secretary to the head of Public Services, is now able to resume her full duties in the Reference Department, following the appointment of a full time secretary in the Public Services Division.

DEPARTURES

Mrs. Jenny Brown resigned her position on September 30.

Mrs. Maria Maryniak resigned from her position as cataloguing clerk.

Margot Page, circulation clerk, has moved to Toronto and plans to enter the advertising field.

Readers of MEMO are invited to submit material they feel may be of interest to Miss Carol Calder, Library Circulation Department.